CANDIDATE INFORMATION PACK

World Cancer Research Fund International

Research Interpretation Manager  Closing date: 5pm, Tuesday 17th October 2023

This pack includes:

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- WCRF ORGANISATIONAL VALUES
- ABOUT THE ROLE
- JOB DESCRIPTION
- PERSON SPECIFICATION
- TERMS & CONDITIONS
- HOW TO APPLY
- EQUAL OPPORTUNITY MONITORING FORM
- JOB APPLICANT PRIVACY POLICY

For more information about the organisation please visit our website: www.wcrf.org
WELCOME

World Cancer Research Fund (WCRF) International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities is based in the United States, UK, Netherlands and Hong Kong.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack, you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries, please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf.org.

On behalf of WCRF International, we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,

Human Resources
VALUES

EVIDENCE BASED
We are an authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.

INCLUSIVE
Everyone counts – we value, respect and trust each other.

INFLUENTIAL
We are collaborative, engaged and focused on maximising impact in all that we do.

INNOVATIVE
We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.

EMPOWERING
We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.
ABOUT THE ROLE

We are seeking a Research Interpretation Manager, who will play a key role in the delivery of World Cancer Research Fund (WCRF) International’s Global Cancer Update Programme (CUP Global). This programme analyses global research on how diet, nutrition and physical activity affect cancer risk and survival.

Who you will be working with:
You will be principally working with WCRF International’s Research Interpretation Team, who manage CUP Global. You will also work with other teams within the Science and Research Department and interact with other departments within the WCRF London office and the WCRF network, as well as working with our external expert collaborators.

World Cancer Research Fund International’s Science and Research Department

What we are looking for:
- Proven experience of working in a scientific and/or research management environment
- Experience of scientific writing for different audiences
- Understanding of epidemiology as applied to nutrition and/or cancer and some experience of interpreting systematic reviews and meta-analyses
- Proven experience of scientific project management and/or planning projects
- Experience working in nutrition and/or public health
- Educated to at least Masters degree level within human nutrition, cancer epidemiology, public health, or another relevant subject
**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Interpretation Manager</th>
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<tbody>
<tr>
<td>Department</td>
<td>Science and Research</td>
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<tr>
<td>Reporting to</td>
<td>Head of Research Interpretation</td>
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<td>Contract</td>
<td>Permanent</td>
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<td>Location</td>
<td>London Office</td>
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<td>Hours</td>
<td>37.5hrs per week – full time</td>
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<td>We’re a hybrid working employer, meaning you’re required to come into the office 2 days per week, currently between Tuesday-Thursday</td>
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<tr>
<td>Salary</td>
<td>FTE: £35,000 - £40,000 per annum, plus benefits</td>
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</table>

**Department description**

World Cancer Research Fund (WCRF) International’s Science and Research Department comprises two teams – Research Funding and Research Interpretation. Each team is responsible for specific programmes of work but there is also considerable crossover and engagement across the teams. The Science and Research Department works closely with the Policy and Public Affairs Department under the leadership of the Director of Research, Policy and Innovation.

The Research Interpretation (RI) team works to ensure the Global Cancer Update Programme (CUP Global) is conducted to the highest standards. CUP Global is our global analysis of the evidence linking diet, nutrition, body weight, and physical activity to cancer prevention and survival. CUP Global is a flagship project of the WCRF network and the only initiative of its kind in the world. It is carried out in collaboration with Imperial College London, other collaborators in the UK, the Netherlands, the US and Spain, and an expert external Panel. The RI team is also responsible for collating global cancer statistics and preparing estimates of the proportion of cancer cases that could be prevented through a healthy diet, body weight, and physical activity. Another key function of the RI team is in reviewing the scientific accuracy of WCRF outputs, such as newsletters, blogs, and press releases.

The Research Funding (RF) team supports high quality and innovative research via our Regular Grant Programme on the effects of diet, nutrition and physical activity on cancer prevention and survival, managing an international portfolio of projects and working with researchers around the world. The RF team also supports our Academy programme, aimed at developing future leaders in the field. The Academy programme allows scientists to attend courses and international meetings and contribute to educational activities aimed at building capacity in the field.

The Science and Research Department partners with like-minded organisations and takes part in key national and international initiatives and collaborations when appropriate to help us achieve our goals and reach a broader audience. Another main activity of the Department is the Conference Programme, ensuring that our work is disseminated widely on the international stage. The department also provides strategic direction and support for science-related activities throughout the network and interacts closely with other departments in the UK and the rest of the network.

**Main purpose of the role**

The Global Cancer Update Programme (CUP Global) analyses global cancer prevention and survival research linked to diet, physical activity, and body weight and is a unique evidence-based resource that plays a key role in advancing knowledge about preventable cancers. CUP Global is carried out in partnership with Imperial College London and other external collaborators. Experts input into the work through the Expert Panel and four Expert Committees, covering the four main work areas in CUP Global: Cancer Incidence; Cancer Survivors; Cancer Mechanisms; and Obesity.
The project underpins our current WCRF Cancer Prevention Recommendations and is central to WCRF International and the WCRF network. Knowledge from CUP Global feeds into the WCRF International Grant Programme (and vice versa) and ensures that network materials (e.g. in health information and communications) are based on the latest information. CUP Global is unique to WCRF and essential to our global reputation, providing an important resource for the research and policy communities.

From 2008-2018, the previous Continuous Update Project (CUP) collected, analysed and judged the global evidence on how diet, nutrition (including body composition) and physical activity are linked to cancer, culminating in the publication of the Third Expert Report (2018). The key components of CUP were:

- Providing an up-to-date analysis of the evidence linking diet, nutrition and physical activity to risk of, and survival from, cancer (in systematic literature reviews)
- Providing expert judgement on that evidence including the likelihood that particular exposures are related to cancer outcomes (in CUP reports)
- Providing authoritative expert guidance on how best to reduce risk of cancer and improve outcome after diagnosis (in our Cancer Prevention Recommendations), last updated in our Third Expert Report in 2018.

The consistency of our Cancer Prevention Recommendations across our First (1997), Second (2007), and Third Expert Reports reflects the stability of the overall global evidence over three decades. This provided an exceptional foundation for the current CUP Global programme to evolve further, taking advantage of the latest scientific developments to make an even greater contribution to elevating the quality, insights and impact of research into the role of diet, nutrition, physical activity and cancer risk and survival.

A new phase of the work was initiated in 2022 and some of the key considerations for the work include:

- Expanding our work on cancer survivors, including assessing the evidence on the role of diet, adiposity and physical activity on outcomes (medical and quality of life) after a breast, colorectal or prostate cancer diagnosis
- Identifying relevant areas that will keep CUP Global novel and incorporate new developments in the field
- Continuing to provide the best possible estimates of risk/benefit related to pertinent exposures and outcomes

The Research Interpretation Manager will play a key role in the delivery of CUP Global, working as part of the Research Interpretation (RI) team directly with the Senior Research Interpretation Officer (SARIO) and the Head of Research Interpretation (HRI). They will manage specific components of the work, including overseeing two collaborations: the ‘Lifecourse’ collaboration with Wageningen University in the Netherlands; and the ‘Mechanisms’ collaboration with the WHO’s International Agency for Research on Cancer (IARC). They will also oversee the work of the Expert Committee on Cancer Mechanisms and contribute to the delivery of the wider work.

The postholder will project manage CUP Global outputs as they relate to the above areas of work and provide content for related non-scientific outputs, aiding the Head of Research Interpretation where appropriate in liaising between the CUP Global Secretariat and other key stakeholders (other WCRF departments, other networks, the CUP Global Panel and Expert Committees, external agencies, and freelancers).

There is a strong communicative component to the role, with the post holder contributing in a variety of ways to the communication of CUP Global work to different audiences, both inside and outside the organisation. The postholder will provide support and guidance on scientific and technical areas for WCRF International’s members, including scientific and health information materials, communications, and supporter services programmes.
The postholder will also provide information and advice to the other teams of WCRF International and of the national charity members of the WCRF network. They will act as a contact person for public health policy aspects and scientific aspects related to their work, helping to facilitate cross talk between our Science and Policy Teams.

The post holder will report to the Head of Research Interpretation and will work closely with the other members of the Science and Research Department.

### Main duties and responsibilities

<table>
<thead>
<tr>
<th></th>
<th>CUP Global work</th>
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<tbody>
<tr>
<td>1</td>
<td>Assist with CUP Global work, providing technical support, and administrative support when required, to the CUP Global Secretariat and across all areas of CUP Global.</td>
</tr>
<tr>
<td>2</td>
<td>Provide scientific input, contributing to discussions on the direction of the work and development of scientific papers/documents.</td>
</tr>
<tr>
<td>3</td>
<td>Proofread papers, reports and documents to check content for scientific and technical accuracy.</td>
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<tr>
<td>4</td>
<td>Work with the Research Interpretation team to develop agendas and papers for CUP Global Panel and Expert Committee meetings, including leading the development of agendas and papers for Mechanisms Expert Committee meetings.</td>
</tr>
<tr>
<td>5</td>
<td>Contribute to the delivery of Expert Committee and Panel meetings, including attending meetings (online and in person) and taking accurate and succinct minutes where required.</td>
</tr>
<tr>
<td>6</td>
<td>Deliver progress updates on the Mechanisms and Lifecourse workstreams to the wider CUP Global Secretariat at quarterly meetings and at other internal/external meetings as required.</td>
</tr>
<tr>
<td>7</td>
<td>Contribute to monitoring the impact of CUP Global and update the CUP Global tracking document, especially in relation to the Research Interpretation Manager’s areas of focus but also wider areas of CUP Global.</td>
</tr>
<tr>
<td>8</td>
<td>Keep up to date with scientific literature related to CUP Global by attending and presenting scientific posters or sessions on CUP Global or other WCRF work at conferences or external events, as required.</td>
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<tr>
<td>9</td>
<td>Develop and deliver presentations, including lectures on invited university modules, webinars, or other presentations related to CUP Global and the wider work of WCRF.</td>
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<tr>
<td>10</td>
<td>Coordination and organisation of specific projects, events, and activities within the remit of CUP Global.</td>
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<tr>
<td>11</td>
<td>Actively engage with stakeholders across the WCRF network.</td>
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<thead>
<tr>
<th></th>
<th>CUP Global - Project Management</th>
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<tbody>
<tr>
<td>1</td>
<td>Manage various aspects of CUP Global, including development and monitoring of timelines and ongoing project management.</td>
</tr>
<tr>
<td>2</td>
<td>Responsible for overseeing the ‘Lifecourse’ collaboration project, working closely with collaborators at Wageningen University (the Netherlands) and the CUP Global team at Imperial College London to monitor the work.</td>
</tr>
<tr>
<td>3</td>
<td>Responsible for overseeing the cancer ‘Mechanisms’ collaboration project, working closely with collaborators at the WHO’s International Agency for Research on Cancer (IARC) and others as relevant to this work area.</td>
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<tr>
<td>4</td>
<td>Responsible for overseeing the peer review process for protocols and systematic literature reviews drafted by Expert Committees and collaborators, and other CUP Global outputs as relevant to the ‘Lifecourse’ and ‘Mechanisms’ collaborations.</td>
</tr>
<tr>
<td>5</td>
<td>Lead the development of draft ‘evidence conclusions’ documents and the coordination of feedback from the CUP Global Secretariat and the ‘Incidence’ Expert Committee for the ‘Lifecourse’ systematic literature reviews. Contribute to the development/review of conclusions documents for other reviews, especially in relation to the ‘Mechanisms’ collaboration.</td>
</tr>
<tr>
<td>6</td>
<td>Manage CUP Global outputs, including journal publications and content for other non-scientific outputs (supported by the SRIO), aiding the HRI where appropriate in communications between the CUP Global Secretariat and other WCRF International teams, other network charities, the CUP Global Panel, external agencies, and freelancers.</td>
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<td></td>
<td>Take the lead in providing solutions for action points and other issues identified during meetings, working with RI team members and others internally and externally as necessary.</td>
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<td>C</td>
<td><strong>Website</strong></td>
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<tr>
<td>1</td>
<td>Prepare content on CUP Global for the WCRF International website (<a href="http://www.wcrf.org">www.wcrf.org</a>).</td>
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<tr>
<td>2</td>
<td>Contribute to the development of content for a new scientific/health professional area of the website.</td>
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<tr>
<td>3</td>
<td>Lead on blog content creation for the WCRF International website.</td>
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<tr>
<td>4</td>
<td>Participate in social media activities to promote CUP Global and associated WCRF network activities.</td>
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<tr>
<td>5</td>
<td>Lead development of content updates for the cancer statistics section of the WCRF International and WCRF UK (<a href="http://www.wcrf-uk.org">www.wcrf-uk.org</a>) websites, working closely with the SRIO.</td>
</tr>
<tr>
<td>D</td>
<td><strong>Health Information (HI) and Communications</strong></td>
</tr>
<tr>
<td>1</td>
<td>Contribute to HI team’s work as it relates to CUP Global by reviewing content for HI materials and advising as appropriate.</td>
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<tr>
<td>2</td>
<td>Prepare presentations for internal and external use and contribute to staff training (across the WCRF Network) on CUP Global.</td>
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<tr>
<td>3</td>
<td>Provide support and guidance for scientific and technical areas of WCRF International’s national members, including scientific and HI materials, communications, and supporter services programmes.</td>
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<tr>
<td>4</td>
<td>Contribute to developing communications (e.g. scientific and marketing) related to CUP Global.</td>
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<td>5</td>
<td>Contribute to external scientific queries received via the Research Interpretation account inbox, providing support to the SRIO on replies and covering when required.</td>
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<td>E</td>
<td><strong>Other Duties</strong></td>
</tr>
<tr>
<td>1</td>
<td>Provide support for HRI, WCRF Chief Executive Officer, Science and Public Affairs, the Assistant Director of Research, and the Director of Research, Policy and Innovation as required.</td>
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<tr>
<td>2</td>
<td>Actively engage in team meetings, sharing responsibility for developing agendas, note taking, and sharing minutes/actions from meetings</td>
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<td>3</td>
<td>Contribute to the wider requirements of the WCRF network by drafting papers for consideration by senior executives.</td>
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<td>4</td>
<td>Contribute to both formal and informal on-the-job training and appropriate delegation of tasks to the SRIO.</td>
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<td>5</td>
<td>Contribute to the management and coordination of RI interns (including liaising with university tutors, developing programmes of work, and overseeing progress).</td>
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<tr>
<td>6</td>
<td>Networking to promote the organisation to external audiences.</td>
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<td>7</td>
<td>Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018).</td>
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<tr>
<td>8</td>
<td>Other appropriate duties relevant to the work of the RI team, WCRF International or the WCRF network as required.</td>
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PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications, and attributes that are needed for the job.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Proven experience of working in a scientific administrative environment.</th>
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<tr>
<td></td>
<td>Proven experience of scientific writing for a variety of audiences, including report writing, production of minutes, and a variety of professional emails and letters.</td>
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<td>Nutrition and/or public health experience.</td>
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<td>Proven experience of project management and/or planning projects.</td>
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<td>Knowledge and technical skills</td>
<td>Good numeracy skills.</td>
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<td>Ability to proficiently perform moderately complex tasks using popular software packages such as Excel, Word, PowerPoint and databases.</td>
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<td>Ability to interpret systematic reviews and meta-analyses.</td>
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<td>Understanding of epidemiology as applied to nutrition and/or cancer.</td>
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<td>Personal attributes</td>
<td>Ability to plan multilayer activities and balance conflicting demands to achieve team objectives within agreed deadlines.</td>
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<td></td>
<td>Resourcefulness in suggesting solutions to practical and technical problems as they emerge.</td>
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<td>Attention to quality, detail and accuracy when producing and reviewing work.</td>
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<td></td>
<td>Excellent written and spoken English, good oral and written communication skills, with ability to present complex scientific concepts to a range of audiences.</td>
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<td>Being self-motivated, proactive, and results-orientated in your approach to work.</td>
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<td></td>
<td>Ability to work collaboratively and effectively with internal colleagues and a wide range of external partners and stakeholders to meet project deadlines.</td>
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<td>Commitment to inclusive working that values and respects other colleagues and is sensitive to cultural and personal differences.</td>
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<td></td>
<td>Commitment to supporting the WCRF values.</td>
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<td></td>
<td>Flexible approach to work and willingness to take on other tasks outside of main duties and responsibilities as needed.</td>
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<td></td>
<td>Ability to respond in a sensitive, diplomatic, and constructive way to manage difficult situations, always demonstrating patience and perseverance.</td>
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<td></td>
<td>An interest in health-related organisations and nutrition/cancer, and a commitment to healthy living and health promotion.</td>
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<tr>
<td>Education and qualifications</td>
<td>Educated to at least Masters degree level within human nutrition, cancer epidemiology, public health, or another relevant subject.</td>
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</table>

Please note: While the main duties of this role involve working on WCRF International projects, the role is contracted to, and is paid by, WCRF.
TERMS & CONDITIONS

Salaries
World Cancer Research Fund pays salaries into bank accounts once a month on the 26th of each month.

Flexi-time scheme
A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Hybrid Working
WCRF are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week, one of which must be Tuesday.

Annual leave
World Cancer Research Fund’s annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

Sick leave
For full-time staff, World Cancer Research Fund allows up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one year’s service.

Pension plan
WCRF contributes into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee’s contributions of up to 5% of the employee’s salary each month.

Private healthcare
We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme
We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection
We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual’s salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme
All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation’s Permanent Health Insurance (PHI) Scheme, at no cost to employees.
PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

**Season ticket loan scheme**
Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee’s salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

**Cycle to work scheme**
Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee’s salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

**Employee assistance programme**
All employees, and their families, have access to a 24-hour confidential advice and support line.

**Dog Friendly Office**
Staff have the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

**Development opportunities**
World Cancer Research Fund has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

**Probationary period and notice period**
The post-holder is subject to a 6-month probation period during which 1 weeks’ notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 months' notice period.
HOW TO APPLY

Recruitment timetable

<table>
<thead>
<tr>
<th>Closing date for applications:</th>
<th>5pm, Tuesday 17th October 2023</th>
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<tbody>
<tr>
<td>Interviews:</td>
<td>w/c 30th October 2023</td>
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</table>

To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
         World Cancer Research Fund
         140 Pentonville Road
         London N1 9FW
         UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.
World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Please tick the appropriate boxes below:

GENDER

- Male
- Female

DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

- Yes
- No

ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

- Bengali
- Black – African
- Black – Caribbean
- Black – Other (please specify)
- Chinese
- Indian
- Irish
- Pakistani
- White
- Other (please specify)

NATIONALITY

- UK
- Other (please specify)

Thank you for answering these questions.
JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. We do not share your data with any third parties.

WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate’s suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.
AUTOMATED DECISION-MAKING
Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)
As a data subject, you have a number of rights including:

• Access to your data on request
• Require us to stop processing your data on demand
• Requires us to delete your data on demand
• To change any incorrect or incomplete data we hold on you
• Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.